

Department: Department Of Justice, U.S. Attorneys Office

Agency: Department Of Justice, U.S. Attorneys Office

Job Announcement Number: 07-SDIL-01

Overview

Legal Assistant

Salary Range: 32172 to 46478 USD Per Year

Open Period: 3/12/2007 to 3/23/2007

Series & Grade: GS-0986-06/07

Position Information: Full-Time

Permanent

Promotion Potential: 07

Duty Location: 1 vacancy - Fairview Heights, IL

Who May Be Considered:

Government-wide (Local Commuting Area) - Current/former permanent competitive service employees in the federal government in the local commuting area, including well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area. Persons eligible for non-competitive appointment under a special hiring authority or certain veterans may also apply (See 'Benefits and Other Information').

Job Summary:

Partnerships for Safer Communities

Providing Federal Leadership In Developing The Nation's Capacity To Prevent And Control Crime, Administer Justice, And Assist Victims.

Serves as a legal secretary in a U.S. Attorney's Office, Criminal Division. The work is characterized by a comprehensive knowledge of the laws, regulations, and agency requirements of a variety of legal assistance and office support services.

Duties

Major Duties:

Responsible for supporting Assistant United States Attorneys (AUSA) by providing a variety of legal assistance and office support services. Examines, prepares and processes a variety of technical legal documents which are characteristically voluminous and complex in format. Reviews incoming material and determines the need for assembly and preparation of a variety of legal documents, e.g., complaints, motions, orders, answers, pleadings, subpoenas, and libels. Provides assistance to attorneys in trial preparation by performing duties such as compiling trial notebooks, assembling jury instruction, and compiling witness and exhibit lists. Assembles exhibits, affidavits, and other legal documents from file material. Assembles and organizes files and records material for disposition or transfer to records depository. Maintains calendar of

assigned active cases. Tracks filing, hearing, and trials dates, and schedules conference and interviews. Arranges travel by preparing itinerary and securing transportation and hotel reservations. Produces a variety of written documents and materials utilizing a wide range of office software applications.

Qualifications and Evaluation

Qualifications:

To be qualified, you must type at least 40 words per minute with no more than 3 errors and must include your typing speed in your application. All applicants must have one year of specialized experience equivalent to the GS-5 level to qualify at the GS-6 level and/or one year of specialized experience equivalent to the GS-6 level to qualify for the GS-7 level. Specialized experience is defined as experience that has provided the ability to perform legal support work relating to the examination, preparation and processing of legal documents; such as, complaints, motions, orders, or pleadings

You must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date of this announcement and before placement in the position.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If the requested information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

You must be a U.S. citizen to qualify for this position.

The selectee will be subject to drug testing by urinalysis prior to appointment.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

You must be able to type at least 40 words per minute. You must self-certify by submitting a statement that you can type this speed.

How Will You Be Evaluated:

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and

accomplishments against a set of predetermined job-related benchmarks.

Knowledge, Skills and Abilities (KSAs):

- A. Knowledge of legal documents, terminology and procedures.
- B. Ability to communicate orally.
- C. Ability to communicate in writing.
- D. Skill in the use of office automation hardware/software to produce legal documents and correspondence.
- E. Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time and attendance records, ordering office supplies and equipment).

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

Benefits and Other Information

Benefits:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at <http://www.usajobs.gov/ei61.asp>. Payment of relocation expenses will not be authorized.

Other Information:

ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more on the rating criteria for this position; and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days. CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location. VETERANS' PREFERENCE - Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply under Veterans Employment Opportunities Act of 1998 (VEOA). Veterans must submit a copy of their DD-214 as proof of entitlement to veterans preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veteran Preference (SF-15); an official statement from the Department of Veterans Affairs or a

branch of the Armed Forces, dated 1991 or later, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay; or other appropriate documentation as listed on the back of the Form SF-15. **NON-COMPETITIVE APPOINTMENTS** - Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility will be required. See http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp for more details. If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job. Completion of a one year probationary period may be required. The selectee is subject to the satisfactory completion of a one-year supervisory or managerial probationary period unless this requirement has been met previously. When promotion potential is shown, the agency is not making a commitment and is not obligated to provide future promotions to you if you are selected. Future promotions will be dependent on your ability to perform the duties at a higher level, the continuing need for an employee assigned to the higher level, and administrative approval.

How to Apply

How to Apply:

Applications must be received by 5:00 P.M. Central Standard Time (CST) on the closing date or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered. If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified. Submit the following documents:

☐ Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612). The following information is required of all applicants:

☐ Announcement number, title, and grade(s) of the position ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code) ☐ Social security number ☐ Statement of U.S. Citizenship ☐ Paid and non-paid work experience related to the position. For each period of work experience include: ☐ Job title ☐ Series/grade (if Federal employment) ☐ Duties and accomplishments ☐ Employer's name and address ☐ Supervisor's name and contact information ☐ Starting and ending dates of employment (at least month/year) ☐ Number of hours worked per week ☐ Salary

☐ Indicate if we may contact current supervisor/employer ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.) ☐ Certificates/licenses (current) ☐ Honors, awards, and special accomplishments

☐ IF QUALIFYING ALL OR IN PART ON THE BASIS OF EDUCATION FOR THIS POSITION, Copy of college transcripts. ☐ IF CLAIMING VETERAN'S PREFERENCE, Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (Visit the following web site for additional information: <http://www.opm.gov/employ/veterans/html/vetguide.asp> ☐ IF CLAIMING 10-POINT VETERAN'S PREFERENCE, SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form. (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.) IF YOU ARE A CURRENT OR PREVIOUS FEDERAL EMPLOYEE, ☐ A copy of a Notification of Personnel Action (SF-50) showing proof

of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis. ____ Copy of performance appraisal issued within the last 12 months ____ Support documentation for eligibility for non-competitive appointment or special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please visit the web site at

http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.

Contact Information:

Donald L. DeNike

Phone: (618) 622-3868

TDD: (618) 628-3826

Or Write:

Department Of Justice, U.S. Attorneys Office

9 Executive Drive

Fairview Heights Illinois 62208

What to Expect Next:

Applicants will receive written confirmation from this office when their application package is received. After the application has been received, applicants will not be notified of the status of their paperwork until a final selection has been made.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

